



Employment Opportunity

Management Analyst 4 – In Training

Salary: \$3540 - \$4531 Range: 54

Bulletin # 641

Opens: March 2, 2007

Closes: March 16, 2007

Location: Natural Resource Building, Olympia, WA.

Duties: This position is located in the Game Division of the Wildlife Program. The position assists the Game Division Manager in developing and implementing the division's strategic plan, tying together budgetary resources, staff work plans, and Inter-Program support to develop and plan activities necessary to accomplish the six-year strategic plan. Leads interdisciplinary process improvement teams to develop and implement strategies that cross program lines. The position has delegated authority to act in the absence of the Game Division Manager.

Competencies:

- Project Management skills (managing timelines and deadlines, developing and leading process improvement teams). Comprehensive working knowledge of project management computer programs
- Research and organization skills
- Report and writing skills. This position will update and prepare many publications including developing, editing, coordinating, reviewing, completing and publishing the Game Management Plan, hunting pamphlets, FAQs, and newsletters
- Budget and Contracts Management (knowledge of budget monitoring, tracking expenditures, making recommendations for staffing and equipment, knowledge of various contract and budget computer applications (e.g., CAPS, Fastrack)
- Demonstrated computer skills including fluency in database and data collection/analysis-type software, Excel, Access, Project Management, Publisher, PowerPoint
- Ability to audit implementation and effectiveness of programs, projects, and process and advise management accordingly

Work conditions **This position requires that you be willing and able to:**

- Handle competing priorities and multiple deadlines.
- Diplomatically obtain information in a timely manner from staff with competing deadlines.
- Work over 40 hours in a work week and adjust schedule as business needs requires.
- Travel in and out of state as needed.

Qualifications: **IN-TRAINING:** This position will be filled at **Management Analyst 3 in-training to Management Analyst 4**. Depending on the competencies of the individual selected, the training period is expected to last up to 18 months. Upon successful completion of training and demonstration of the required competencies, the employee will be promoted to Management Analyst 4.

IN-TRAINING SALARY RATE: Management Analyst 3 salary range 48, \$3052 - \$3908

The desired qualifications for this position include: A Bachelor's degree and three years of experience conducting research and analyzing policies, laws, rules, or regulations, or equivalent experience performing activities closely comparable to the key responsibilities of this position.

- *Copies of college transcripts may be required upon a scheduled interview.*

Preferred Qualifications:

- An advanced degree in a related field
- Demonstrated ability to organize and lead projects in complex environments
- Training or experience demonstrating understanding of project management techniques and communication skills needed to direct project implementation through to completion.
- Demonstrated ability to communicate complex issues in both oral and written formats in terms clearly understood by technical and non-technical audiences.
- Demonstrated ability to interface with top-level management and key stakeholders to facilitate selection, prioritization, and approval of projects.
- Proficiency with Word, Excel, PowerPoint, Access, Project Management and Publishing software
- Demonstrated proficiency with Contracts And Projects Systems (CAPS) and Fastrack
- Basic understanding of wildlife management activities, familiarity with major stakeholders and with the organization and work of state Fish and Wildlife Departments.

Apply to: If you are interested in this opportunity, please submit the supplemental questionnaire and a Washington State Application to:

Web site for state application is:
<http://www.dop.wa.gov/Resources/Forms/>.

Joe Vidales (vidaljv@dfw.wa.gov)
Human Resources Office, Department of Fish and Wildlife
600 Capitol Way North, Olympia, WA 98501
Fax (360) 902-2392

All materials must be received in the Human Resource Office by 5:00 pm on March 16, 2007

The Department of Fish and Wildlife provides equal employment opportunities and is committed to a diverse workforce. Applicants needing assistance and or alternative formats of this announcement may call (360) 902-2276 (TDD: (360) 902-2207).

HOW TO APPLY – SUPPLEMENTAL PROCEDURE

Instructions: Along with your completed state application, please submit on separate paper a description of the training, education, work experience, and accomplishments that demonstrate how you meet the **qualifications** and **competencies** for this position. Specify degrees held, including major subject areas. For work experience, list your employer, title, duties performed, dates and length of experience for each relevant position. Submit this information in the format shown below. A notice will be mailed to you with the results of your application.

1. Tell us how you meet the **desired qualifications** for this recruitment.
2. Describe the training, education, work experience, and significant accomplishments that demonstrate how you meet the **preferred qualifications** and **competencies** listed above.
3. In your responses to 1 and 2 above, be sure to cover any relevant training or experience related to:
 - Project Management:
 - Communication Skills:
 - Computer software:
 - CAPs and Fastrack Programs:
 - Wildlife Management